



P.O. Box 1449, 21 N. Main Street, Sumter, SC 29151

**Contact: Lynn Kennedy, 436-2592 FAX # 774-3975**

## FESTIVAL OR EVENT REQUEST FORM

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

- REQUESTED LOCATION OF FESTIVAL/EVENT: \_\_\_\_\_
- DATE OF FESTIVAL/EVENT: \_\_\_\_/\_\_\_\_/\_\_\_\_ FESTIVAL/EVENT OPEN TO THE PUBLIC? \_\_\_\_\_
- WILL THERE BE A FEE FOR PARKING? \_\_\_\_\_ WILL THERE BE A FEE FOR ADMISSION? \_\_\_\_\_
- WHAT ADDITIONAL FEES, IF ANY, WILL BE PAID BY THE PUBLIC? \_\_\_\_\_
- EVENT START TIME: \_\_\_\_\_ EVENT END TIME: \_\_\_\_\_
- EVENT SETUP TIME: \_\_\_\_\_ EVENT BREAK DOWN TIME: \_\_\_\_\_
- ***DETAILS OF FESTIVAL/EVENT (Entertainment, Vendors, Food & Beverages, etc.):*** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- POWER SOURCES NEEDED FOR EACH VENDOR: \_\_\_\_\_
- ***DETAILS OF EQUIPMENT/SERVICES PROVIDED BY ORGANIZATION:*** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ***DETAILS OF EQUIPMENT/SERVICES FROM THE CITY OF SUMTER:*** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- APPROXIMATE NUMBER OF PERSONS: \_\_\_\_\_ VEHICLES: \_\_\_\_\_
- BASED ON ATTENDANCE WILL YOU PROVIDE ADDITIONAL PORTABLE RESTROOMS? \_\_\_\_\_
- WILL THERE BE SECURITY PROVIDED? \_\_\_\_\_ WILL THERE BE SIGNAGE? \_\_\_\_\_
- ***WHAT TYPE OF PROMOTIONAL ITEMS OR MEDIA WILL BE USED?*** \_\_\_\_\_  
\_\_\_\_\_

- APPROXIMATELY HOW MUCH MONEY WILL BE SPENT ON ADVERTISING? \_\_\_\_\_
  
- *GIVE PURPOSE FOR FESTIVAL/ EVENT:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- *SPONSORING ORGANIZATION OR GROUP:* \_\_\_\_\_  
\_\_\_\_\_
  
- *INSURANCE COMPANY:* \_\_\_\_\_
  
- *DO YOU AND YOUR VENDORS HAVE ALL REQUIRED PERMITS AND LICENSING?* \_\_\_\_\_
  
- *WHAT MEANS OF TRASH DISPOSAL AND CLEAN UP WILL YOU PROVIDE?* \_\_\_\_\_

*Signature*

**Contact Number & Email Address**

Printed Name \_\_\_\_\_

***Mailing Address***

*(Please attach any additional diagrams or information not on application)*

**For Internal Use Only:**

**REQUESTED DATE OF FESTIVAL/EVENT:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Police Department:**

Approved \_\_\_\_\_

Not Approved\_\_\_\_\_

Explanation for festival/event not approved: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Public Service Department:**

Approved \_\_\_\_\_

Not Approved\_\_\_\_\_

Explanation for festival/event not approved: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Construction/Electrical Department:**

Approved \_\_\_\_\_

Not Approved\_\_\_\_\_

Explanation for festival/event not approved: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Communications Director:**

Approved \_\_\_\_\_

Not Approved\_\_\_\_\_

Explanation for festival/event not approved:

**Signature:** \_\_\_\_\_